

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAAnnouncements.aspx>

Announcement No. **55-14**

Date: 14 Jul 14

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date. **Incomplete applications will not be processed.** Applications are subject to screening prior to referrals and only individuals selected for interviews will be contacted. Applications will also be accepted by fax (645-7115/comm. 098-970-7115) or by email (chro_jn_empl@usmc.mil). (Up to 10 pages). **Submitted applications will not be returned. For information call 645-3370.**

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日までに人事部日本人雇用係（キャンプフォスター建物番号495、2階）に提出して下さい。**不備のある書類は受け付けられません。**書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。提出された応募書類の返却はいたしません。応募はFAX（DSN: 645-7115// 098-970-7115）又はメール（chro_jn_empl@usmc.mil）でも受け付けます。（10枚以内に限りです）。お問い合わせは日本人雇用係（645-3370）までご連絡下さい。

PWO #:072		Position title: Training Instructor, #268, BWT-1, Grade-5	
IHA F/T Permanent		Number of position(s): 1	Location: Camp Foster
Organization: MCB, Camp S. D. Butler, MCCS Division, NAF Human Resources Branch			
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員			Closing date: (提出期限) 23 Jul 14
Summary of duties: Assists the Training Technician and Director, Training Support Section by developing training curricula, preparing training materials, designing training aids and devices. Develops and conducts training courses offered through MCCS NAF Personnel and Training Branch. Some of these training courses are computer applications, correspondence procedures, customer service, employee orientation, etc. Drafts, develops and prepares training curricula, handbooks, handouts, pamphlets and other supporting materials utilizing window-based computer programs. Administers the Japanese training programs such as the English conversation programs, correspondence programs, and the STEP pre-Grade 1 test preparation program. Administers tests. Translates from English to Japanese and vice versa, written materials of technical and professional nature involving use of special terminology. Performs oral translations when necessary. Assists in preparing classrooms for training sessions including setting up audio/visual equipment, arranging tables and chairs, preparing coffee, distributing and collecting student materials and supplies. Upon completion of training, secure audio/visual equipment, clears tables, and secures the classrooms. Assists the administrative support clerk in maintaining the training support section's supplies and equipment. Provides logistical support for Japanese contact courses such as drafting the base pass request forms, scheduling billeting, and other related duties. Performs other related or incidental duties as assigned.			
Qualification Requirements 資格条件 1. Bachelor of Arts degree in related field or 1-2 years related experience in the fields of teaching, instructing or training which clearly shows possession of the necessary skills, knowledge and ability to effectively perform the duties of the position. 2. Familiarity with adult learning theory 3. Interpersonal and writing skills in Japanese and English that enable the ability to work effectively with managers and employees 4. Critical thinker, self-motivated, and organized 5. Intermediate to advanced knowledge of MS Word, Power Point, Excel			
Required documents 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses		必要書類: 1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表 2. 免許証・終了証のコピー	

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1～2週間程度は非通知拒否設定を解除していただくようご協力をお願いします。